



GESHER SCHOOL

ENGAGE EMPOWER EDUCATE

Risk Assessment Policy 2018/2019

| Date | Review Date | Coordinator | Nominated Governor |
|---------------|--------------------|--------------------|---------------------------|
| February 2018 | June 2019 | Gianna Colizza | |

Policy Statement

As an employer Gesher School is committed to minimizing or eliminating risks that may arise for staff and pupils either within the school grounds or any activity undertaken away from the premises.

Objective:

Risk Assessment is a means by which an organisation can demonstrate that it has control over its activities and premises and possible hazards that may occur.

Procedure:

For each work/teaching area, teaching activity undertaken or general task, the associated hazards are established and noted.

The control measures required are then listed. These measures are required to ensure that injury from the hazards are minimised.

The final requirement is to identify the person/s at risk from these hazards. This can vary from an individual employee, pupil or visitor to a larger number of people either on or off the premises. eg School trips.

Risk Assessment number:

This is a means of establishing the likelihood of an injury occurring and if an injury should occur, the likely severity. The product of one multiplied by the other gives a Risk Assessment Number which establishes whether the risks are high or low.

Monitor and Review

Following the establishment of these Risk Assessments, there is a requirement for them to be monitored and reviewed on an ongoing basis.

Risk Assessment

When we make a formal risk assessment we:

- Decide the nature of the hazard
- Decide who is at risk from the hazard
- Estimate the likelihood of an accident happening
- Estimate how serious such an accident would be
- Judge the acceptability of the risk
- Accept the risk or alter the procedure
- Ensure everyone knows what the risk assessment says
- Ensure that everyone knows what to do if an accident occurs

When you consider risk assessments do remember that accidents are caused by people and what they do. Remember that what is safe for you to do may not be safe for a young pupil. Remember that what is safe for an experienced teacher with a well-behaved class may not be safe for another teacher with another class.

To estimate the likelihood of an accident happening the following calculation is used. For each hazard you should decide if the chance of an accident is high, medium or low and the possible severity, should that accident occur. To help us do this we calculate the possible outcome by giving a number to each variable and then using this to calculate the risk before any control measures are put into place and then re-calculating the risk after the control measures are applied.

Likelihood x Severity = Rating result

| | | |
|----------|------------|---|
| 5 | Fatal | Loss of Life or, total system loss. |
| 4 | Major | Serious injury or illness absence from work over 3 days, major damage or environmental impact |
| 3 | Notifiable | Loss time injury or illness absence from work up to 3 days, damage or environmental impact |
| 2 | Minor | First Aid accident, damage requiring minor repair |
| 1 | Negligible | Very minor of little consequence. |

Risk Assessment Summary Action Form

| No | Action Required | Risk Assessment Reference Number | Priority¹ |
|-----------|------------------------|---|-----------------------------|
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¹Priority 1 = within 1 month Priority 2 = within 3 months Priority 3 = within 6 months

Risk Assessment Form

| School Name: | | | Risk Assessment Reference No: | | | |
|---|------------------|--------------------------|-------------------------------|---|------------------------------------|--|
| Activity or Area Being Assessed: | | | Location: | | | |
| | | | | | | |
| Hazards ¹ | Persons at Risk | Risk Rating ² | | | Existing Control Measures in Place | Further Action Required to Reduce Risk |
| | | S | P | R | | |
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| | | | | | | |
| Date: | Assessor's Name: | | Assessors Signature: | | | Review Period: |

¹ If manual handling or use of hazardous substances are identified as a hazard, separate Manual Handling/COSHH Assessments should be completed

² Risk Rating S = Severity, P = Probability, R = Overall Risk Rating

Severity

- | | | |
|----------|------------|---|
| 5 | Fatal | Loss of Life or, total system loss. |
| 4 | Major | Serious injury or illness absence from work over 3 days, major damage or environmental impact |
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